



## ARIZONA BOARD OF APPRAISAL

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### MINUTES PERSONNEL COMMITTEE MEETING Thursday, August 9, 2012 9:30 AM

#### Call to Order and Roll Call

Meeting called to order by James Heaslet, Personnel Committee Chairman at 10:00 A.M.

Committee members present at roll call:

James Heaslet

Joe Stroud

Frank Ugenti (telephonic)

Kevin Yeanoplos (Telephonic)

#### Staff Attendance:

Jeanne Galvin – Assistant Attorney General

Amanda Benally – Staff

Juanita Coghil - Staff

Kevin Yeanoplos made a motion to approve the Personnel Committee Minutes from the July 24<sup>th</sup> meeting. Joe Stroud seconded the motion. The Committee voted unanimously in favor of the motion.

James Heaslet informed the Committee that an Interim Director, Margaret Burns, would be starting at the Board office on Monday, August 13, 2012. Jeanne Galvin, Assistant Attorney General, stated that Ms. Burns was head of Human Resources (HR) at the attorney general office and then worked at ADOA in the HR department.

Mr. Heaslet updated the Committee on the status of the applications received, and that at this time there had only been 2 applications received. Brent Jayes from AARO, sent out a notice of the position on Monday to all of the other jurisdictions in an effort to stir up more applications.

Joe Stroud updated the Committee regarding the list of consolidated questions that he had put together for the interview process. Mr. Stroud felt that questions # 1, 2, 4 & 9 on the list would make the best questions to review the applicants writing skills. The Committee agreed with Mr. Stroud.

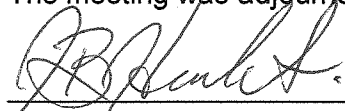
Ms. Galvin asked the Committee what action they would take if the applicants had not increased by August 20, 2012, and asked the Committee to consider extending the deadline for the job posting. Mr. Heaslet also felt that if they received more applicants, but the applicants weren't qualified, that they should consider extending the deadline. James Heaslet asked the Committee to meet telephonically on August 17, 2012 to look at the number of applicants and to make a decision if the job posting deadline should be extended.

Mr. Heaslet and Mr. Ugenti discussed sending a notice out to all of the professional organizations in order to get more applicants for the position. Ms. Galvin stated that it would be best to draft a letter and have Board staff submit the information to all of the organizations at one time. Mr. Heaslet asked for Amanda Benally to draft a letter by August 15, 2012.

The Committee will meet again telephonically on August 17, 2012 at 2PM.

**Adjournment**

The meeting was adjourned.

A handwritten signature in black ink, appearing to read "J. Heaslet", written over a horizontal line.

James Heaslet, Personnel Committee Chairperson